

CARES Act Relief Funds – Small Business Application Instructions
STATE OF NEW MEXICO SMALL BUSINESS GRANT APPLICATION
PERIOD OPENS SEPTEMBER 25, 2020 AND CLOSES OCTOBER 9, 2020

The CARES Act provides that payments from the Fund may only be used to cover costs that—

1. Are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19);
2. Were not accounted for in the budget most recently approved as of March 27, 2020 (the date of enactment of the CARES Act) for the State or government; and
3. Were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020.

The State of New Mexico is providing Coronavirus Aid Relief funds to reimburse costs for expense due to COVID-19.

*****IMPORTANT: PLEASE READ ALL OF THE CORONAVIRUS RELIEF FUND GUIDANCE FOR STATE, TERRITORIAL, LOCAL, AND TRIBAL GOVERNMENTS INFORMATION.**

APPLICATIONS ARE FINAL UPON SUBMISSION, THEREFORE, ADDITIONAL INFORMATION WILL NOT BE REQUESTED OR CONSIDERED EXCEPT FOR THE DOCUMENTS LISTED BELOW.

General Information

- The City will accept applications for CARES Act Relief Funds from small businesses until funding is exhausted.
- The Community Development Department will oversee the administration of this program. Applications will be available beginning on **September 25, 2020**. Applications received by **October 9, 2020** will be considered in a first round of awards. There will be a second round if there is still funding available.
- The City will establish an Application Review Team made up of members from the community to determine business eligibility for the program and the amount of awarded based on a scoring system provided by the NM Department of Finance Administration.
- Award Notifications will be made two weeks after the announced start of grant program.
- Award amounts will not exceed \$5,000. If the demand for grants exceeds total available funding, grant requests will be reduced proportionally.
- Grant proceeds can be used to cover “business continuity” expenses and/or business redesign expenses (Costs incurred to adopt COVID Safe Practices). Eligible expenses are outlined below.
- Information and documentation attesting to qualified reimbursable expenses must be provided before the release of award funding.
- Grant funds will be based upon expenditures.

- Grant requesters will attest to the accuracy of their submittals. Necessary background information will be required upon execution of the agreement. Payments for documented and approved expenses will occur approximately 15 business days following receipt by the City.
- Site visits may be required for verification for Redesign Grants.
- Current guidance from the IRS states the awards will be reported as income to the small business and a 1099 will need to be issued for each award.

Eligibility

- The business must be headquartered in NM and possess a local business license;
- 50 or fewer full time equivalent employees;
- Annual revenues of \$2 million or less;
- Business start date no later than March 1, 2019; and
- The business was either forced to close or had severely curtailed business operations as a result of closure orders due to covid-19.

Grant Categories & What expenses will be covered?

Reimbursement requests must be reviewed to ensure compliance for eligible expenses and accurate financial management. All backup documentation for reimbursement requests must be kept for auditing purposes.

What expenses will be covered:

Business Continuity: Grants using this process will require documentation that reflects:

- Non-owner employee payroll. Provide 12 month payroll prior to March 1st 2020

Business expenses for payments that were missed and overdue such as:

- Rent
- Scheduled mortgage payments
- Insurance
- Utilities
- Marketing

Business Redesign:

- Reconfiguring physical space
- Installing plexiglass barriers
- Purchasing web-conferencing or other technology to facilitate work-at-home
- PPE for employees
- Temporary structures to mitigate the spread of Covid-19

Award Agreement?

All required documentation must be presented upon execution of the agreement:

- A New Mexico Certificate of good standing (See <https://www.sos.state.nm.us/business-services/business-maintenance/> Select type of Business)
- Copy of your payroll to include March 1, 2020
- Most recent payroll at time of application
- Documentation of March and April 2019 total gross receipts
- Most recent taxes documenting net taxable income
- Unemployment insurance tax documentation for the fourth quarter of 2019
- Completed W9 Form
- Voided Check or Bank Letter with Account/Routing Info (if applicable). Payments will be made directly into the small business bank account. By providing us this information, you certify that the information provided is correct and you authorize the county or municipality to initiate credits for corrections to the financial institution.

What are the Limits to the Grant Amount?

The City of Las Vegas has approximately \$324,000 to provide grants to small businesses. Since we do not know to what extent the demand will be, we will initially limit grants amount to \$5,000, and will adjust accordingly based upon that demand.

Contact information:

For questions regarding this application, please email CommDev@LasVegasNM.gov or call 505-426-3314. After submitting the application, you will be notified of your award amount and will be allowed to proceed with submitting eligible documentation. Please allow 10 business days for processing after the submission deadline.

Applicants must be aware that applying for this grant may result in not being eligible to apply for other federal grants.

Funds will be provided on a reimbursement basis. (Grantees must submit clear copies of invoices and proof of payment. This is required for federal audit purposes.) (Documentation regarding payroll expenses will be required.)

LEGAL NOTICE: By submitting the application form, I certify, under penalty of perjury, that the information provided in this application is true and that the expenses will not be reimbursed through other CARES Act funds. I understand this grant is for expenses incurred between March 1, 2020 and December 30, 2020 as specified above.

I understand that knowingly making a false statement to obtain this grant or providing expenditures that do not qualify may result in the applicant refunding all reimbursed expenditures to the Department of Finance & Administration.

Signature of Owner/Agent:_____

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IMPORTANT NOTE: PLEASE ANSWER ALL QUESTIONS. FAILURE TO DO SO WILL DELAY THE PROCESSING OF YOUR APPLICATION AND MAY FURTHER RESULT IN YOUR APPLICATION BEING DENIED IF INFORMATION REQUESTED IS NOT PROVIDED TO THE STATE IN A TIMELY MANNER.

1. Please type the legal name of your business.

Mailing Address: _____

Phone#: _____ Email: _____

2. Please enter your New Mexico taxpayer ID number: _____

3. Please enter your local business license number: _____

4. Do you have a current certificate of good standing? ☐ Yes ☐ No

5. Only the owner, CEO or other authorized representative of the business may apply for this grant. Please enter your full first and last names.

Business Owner: _____

CEO or other authorized representative: _____

6. Is your business headquartered in New Mexico? ☐ Yes ☐ No

7. What are the county and zip code for the company's primary place of business?

County: _____ Zip Code: _____

8. What type of business do you have? ☐ C-Corp ☐ LLC ☐ Partnership ☐ Sole Proprietorship

9. What was your employee headcount for full-time (32 hours/week or more) and Part-Time employees as of March 1, 2020?

32 Hours/week or more: _____ Part-time: _____

10. What is your current employee headcount for full-time (32 hours/week or more) and Part-Time employees?

32 Hours/week or more: _____ Part-time: _____

11. What were your total gross receipts for March, April, May, & June 2019?

March 2019 \$_____ April 2019 \$_____

May 2019 \$_____ June 2019 \$_____

12. What were your total gross receipts for March, April, May, & June 2020?

March 2020 \$_____ April 2020 \$_____

May 2020 \$_____ June 2020 \$_____

13. Was your business included in the New Mexico orders to shut down or severely curtail business operations? ☐ Yes ☐ No

14. Did you shut down or severely curtail your business activities as a result of closure orders?

☐ Yes ☐ No If so, what date did you close or curtail your business? _____

a. If you curtailed rather than closed your business, please describe the nature of the curtailment.

Attach nature of curtailment

b. What is your best estimate of what month you did or will reopen? _____

c. When you reopen, what percent of capacity to you expect to operate at? May – December listed for reopen, 0-25% / 26-50% / 51-75% / 76-100% for capacity

May_____ June_____ July_____

Aug_____ Sept._____ Oct _____.

Nov._____ Dec_____

15. What was your net taxable income in the most recent complete tax year? \$_____

16. What impact do you anticipate the COVID-19 crisis and related effects will have on your revenues for 2020 as a whole?

☐ No effect ☐ 10% ☐ 20% ☐ 30% ☐ 40% ☐ 50% ☐ 60% ☐ 70% ☐ 80% ☐ 90% ☐ 100%

17. If you pay withholding, have you delayed or plan on delaying withholding tax? ☐ Yes ☐ No

18. How many years has your business been in continuous operation through March 1, 2020?_____

19. How many employees and what total payroll did you report to the state for unemployment insurance taxes for the fourth quarter of 2019?

Employees:_____

Taxes Reported \$_____

20. Have you been approved for an SBA Paycheck Protection Program loan or Economic Injury Disaster Loan? (check all that apply)

☐ SBA Paycheck Protection Program Loan

☐ Economic Injury Disaster Loan

21. Is your business owned by a socially disadvantaged group? (check all that apply)

☐ No

☐ Woman

☐ Veteran

☐ Minority

☐ Tribal

22. Please provide a list of items purchased for COVID-19 prevention and/or mitigation and the estimated cost for each item. Use the list of items under “What expenses will be covered?” in the instructions above as a guide.

Note: To request grant money to cover non-owner employee payroll you must provide Monthly Payroll for the previous 12 months prior to March 1st 2020. If the business was open less than 12 months provide what you do have.

Use the following formula to calculate the payroll request:

1. Sum the previous 12 months payroll prior to March 1st
2. Divide the Sum by 12, providing the 12 month average
3. Multiply the average by 2.5
4. Request the maximum of \$5,000 or the result on #3 whichever is lower.

Attach listed expenses to be covered.

Return the signed information pages as well as the completed application and any additional pages as needed.

Email: CommDev@LasVegasNM.gov

Regular Mail/Hand Deliver: Community Development, 1700 N. Grand Ave, Las Vegas, NM 87701